



Public Service Alliance of Canada
Alliance de la Fonction publique du Canada

2016 PSAC NATIONAL HEALTH AND SAFETY CONFERENCE

**“SHAPING A NEW CULTURE FOR OUR
HEALTH AND SAFETY”**

MAY 9, 2016

To: PSAC Locals

REGISTRATION DEADLINE: (for both delegates and observers)	Friday, June 10, 2016 4:00 p.m. EST
RESOLUTIONS SUBMISSION DEADLINE:	Friday, June 10, 2016 4:00 p.m. EST
CONFERENCE DATES:	November 18 to 20, 2016
CONFERENCE LOCATION:	Le Centre Sheraton Montréal Hotel, 1201 René-Lévesque Blvd., West, Montréal, Québec

**INTERPRETATION WILL BE PROVIDED IN THREE LANGUAGES
(English, French, Inuktitut)**

This Registration Package includes the following:

- Introduction/Callout Letter
- Application Form
- Call for Resolutions

I am pleased to be sending you this Registration package for the **2016 PSAC National Health and Safety Conference**, which will be held **November 18 to 20, 2016** at Le Centre Sheraton Montréal Hotel in Montréal, Québec under the theme **“Shaping a new culture for our health and safety.”**

I encourage you to personally inform the members of both Policy Health and Safety Committees and/or Workplace Health and Safety Committees, Health and Safety Representatives, and/or Health and Safety activists in your Local to ensure they are made aware of this conference. Bulletin boards may not always be accessible and additional outreach is very important.

This registration package is available upon request in alternative format through the PSAC Programs Section by contacting us at (613) 560-5457.

CONFERENCE OBJECTIVES

- Provide information, research findings and tools to enable members to better understand the connections between emerging issues within workplace violence including domestic violence and how to respond in these situations.
- Develop strategies that will enable workers to better identify and address psychosocial hazards in their workplaces.
- Deliver an Introduction to the CSA National Standard on Psychological Health and Safety and provide an update on the implementation of the Standard by the National Joint Task Force on Mental Health.
- Provide health and safety representatives and committee members with strategies to use their rights and effectively communicate with the employer to achieve timely resolution.
- Enable health and safety representatives and committee members to know and effectively use the duties, responsibilities and rights given under the law to conduct inspections and investigations.
- Increase participant's awareness of environmental issues facing the membership including climate change and its impact on our workplaces and communities.
- Network, brainstorm and share best practices with other labour activists within the PSAC community.

PARTICIPANTS

1. Delegates

PSAC members in good standing may apply to be a delegate to this Conference. Priority will be given to those union activists who are members of Policy Health and Safety Committees, Workplace Health and Safety Committees, Health and Safety Representatives for their workplaces, or their locals/branches. The selection of delegates will take into account union and health and safety activism, as well as representation (Region, Component, language, gender, youth and other equity group representation).

Delegates will be selected by their respective Regions and Components. The delegates will be entitled to full voice and vote during the conference, including the resolutions.

Funding for Delegates:

Delegate costs to the 2016 PSAC National Health and Safety Conference will be fully covered as per the 2003 PSAC Triennial Convention decision and PSAC Travel Directive. Costs covered are as follows:

- travel costs, including ground transportation;
- hotel accommodation costs at Le Centre Sheraton Montréal Hotel;
- loss of salary;
- per diem for meals;
- incidental costs;
- the conference registration fee of \$150;
- child care as per the Family Care Policy;
- costs related to accessibility requirements.

2. Observers

PSAC members in good standing may also attend the Conference as observers; however, observers will be responsible for all costs associated with their participation, including:

- loss of salary and meals;
- hotel and travel arrangements;
- incidental costs;
- the conference registration fee of \$150;
- any additional accessibility needs and childcare arrangements (subject to meeting deadline requirements).

Please note that the number of observers will be limited to the space available at the Conference. They will have voice only during the discussion period after the panel presentations. They may attend workshops, if space permits, but we may not be able to accommodate their 1st option. **Observers do not have the right to voice or vote during the resolutions debate.**

3. Guests

Members of the PSAC National Board of Directors are eligible to attend the Conference as guests.

SELECTION OF DELEGATES AND OBSERVERS

If you are selected as a delegate to this conference, you will be advised by email by end of August 2016. Observers will be advised at a later date.

<p style="text-align: center;">DEADLINE TO APPLY IS: JUNE 10, 2016, 4:00 p.m. EST</p>

For further information or assistance:

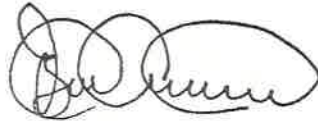
- Call (613) 560-5457. Leave a message and someone will get back to you within 24 working hours.
- You may also contact Michelle Rossignol, Administrative Assistant by email at conferences@psac-afpc.com.
- The fax number is (613) 236-9402.

We look forward to the upcoming 2016 PSAC National Health and Safety Conference and see it as an opportunity for our members to continue the important work of maintaining and improving the militancy and activism of the Union in the struggle to improve the health and safety and working conditions of all PSAC members.

Please consult the PSAC web site (www.psacunion.ca) periodically as background conference material will be posted as soon as it becomes available.

Thank you for your cooperation and support.

In Solidarity,



Bob Jackson

AEC Officer responsible for the
2016 PSAC National Health and Safety Conference

cc: National Board of Directors
Component National Officers and Head Offices
Regional Offices
Area Councils
National Human Rights Committee (NHRC)
National Aboriginal Peoples' Circle (NAPC)
Regional Committees
Regional Council Members
PSAC Management Team



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You may complete the registration form:

- on-line on the PSAC web site (www.psaunion.ca) under the headlines “Events”. (Please note: **When applying on-line, you must receive a confirmation number that your application form has been received successfully. This does not guarantee your seat at the Conference. You will be notified under separate cover once delegates are selected.**)
- by fax: at (613) 236-9402
- by regular mail at:
2016 PSAC National Health and Safety Conference
Public Service Alliance of Canada
Programs Section
233 Gilmour Street, Suite 901
Ottawa, Ontario, K2P 0P1

APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED

- If you have any questions with respect to the application form or the Conference, call (613) 560-5457. Please leave a message and someone will respond to your inquiry within 24 working hours.
- You may also contact Michelle Rossignol, Administrative Assistant, Programs Section by email at conferences@psac-afpc.com



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APPLICATION FORM

2016 PSAC NATIONAL HEALTH AND SAFETY CONFERENCE

“SHAPING A NEW CULTURE FOR OUR HEALTH AND SAFETY”

Please ensure that you answer all the questions on the registration form to avoid any delay in processing your application.

(choose only one)

☐ I am applying as a delegate

or

☐ I am applying as an observer

OBSERVER STATUS

If you are not selected as a delegate to the Conference, do you want to be considered as an observer to the Conference?

(Please remember that observers are individually responsible for securing all costs associated with their participation).

☐ Yes

☐ No

PERSONAL INFORMATION

Last name: _____

First name: _____

Street address: _____

City: _____

Province:

☐ AB

☐ NS

☐ QC

☐ BC

☐ NT

☐ SK

☐ MB

☐ NU

☐ YT

☐ NB

☐ ON

☐ NL

☐ PE

Postal code: _____

Work phone: _____

Home phone: _____

Other phone: _____

Fax: _____

Preferred email address: _____
(provide the address you
would like used for
correspondence for this
Conference)

Language: ☐ English
☐ French
☐ Inuktitut

PSAC Membership #: _____

Component or	<input type="checkbox"/> AGR	<input type="checkbox"/> UNDE/UEDN
Directly Chartered	<input type="checkbox"/> CEIU/SEIC	<input type="checkbox"/> UNE/SEN
Local:	<input type="checkbox"/> CIU/SDI	<input type="checkbox"/> UNW/STN
	<input type="checkbox"/> GSU/SSG	<input type="checkbox"/> UPCE/SEPC
	<input type="checkbox"/> NEU/SEEN	<input type="checkbox"/> USGE/SESG
	<input type="checkbox"/> NHU/SNS	<input type="checkbox"/> UTE/SEI
	<input type="checkbox"/> NRU/SRN	<input type="checkbox"/> UVAE/SEAC
	<input type="checkbox"/> UCTE/UCET	<input type="checkbox"/> YEU/SEY
	<input type="checkbox"/> UEW/STE	<input type="checkbox"/> DCL/SLCD

Local: _____

Region: ☐ Atlantic ☐ Ontario
☐ British Columbia ☐ Prairies
☐ National Capital Region ☐ Québec
☐ North

EMERGENCY CONTACT

Name: _____ Relationship: _____

Phone: _____

WORKSHOPS

Participants will take part in a workshop during the conference.

The primary objective of the workshops is to develop the Union's agenda, including various strategies in regards to the issues being discussed. Participants will be encouraged to share with the group their particular experiences and knowledge.

Please indicate your order of preference for the different workshops by marking the number of your preference in the box beside the description of the workshop:
1 - first choice, 2 - second choice, etc.

Please note that

- Every attempt will be made to respect your preferences.
- You may be assigned to participate in a bilingual workshop (with simultaneous interpretation).

Workshop 1

Choice:

Essential Tools for Exercising Your Health and Safety Rights

This workshop will address the fundamental elements of health and safety legislation so that participants understand their rights as workers. General health and safety information will assist members in better identifying hazards in the workplace and discuss common assessment methods. This workshop will allow participants from all jurisdictions to better understand how health and safety rights can be used. Facilitators will share information on significant legislative amendments, including the changes to the refusal to work process arising from Bill C-4. The powers of the health and safety representatives and joint health and safety committees will be explored, including how to effectively exchange information between workplace parties. Strategies will be developed so that when participants return to their workplaces, they feel empowered to raise and resolve health and safety issues.

1 ☐

2 ☐

3 ☐

Workshop 2

Choice:

The “Right to Participate” in Workplace Inspections & Investigations

This workshop will deal specifically with the role of a health and safety representative or an employee member of a joint health and safety committee in workplace inspections and investigations. The fundamental “Right to Participate” is explored using a problem-based approach to learning with case-studies which emphasize the importance of worker involvement in employer inspections and investigations. The role of government inspectors, and involvement by outside parties who may have technical expertise, will be discussed. Participants will share strategies for documenting health and safety concerns, making recommendations and will consider new ways to effectively communicate with the employer about ongoing health & safety issues. Open discussion will allow participants to share their experiences conducting inspections and investigations as a union selected employee representative.

1 ☐

2 ☐

3 ☐

Workshop 3

Choice:

Strategies for Preventing Workplace Violence (including Domestic Violence)

This workshop will provide an overview of the expanding concept of workplace violence (physical violence, psychological violence, bullying, harassment and domestic violence). Participants will build on the experience and knowledge of other health and safety activists in order to better identify workplace violence. They will be equipped with strategies to respond to situations involving violence in their workplaces. Differences and similarities between jurisdictions will be discussed. Participants will explore how local unions can create an agenda to protect members from and assist members affected by all forms of violence. Regional and National supports, tools and resources will be offered.

1 ☐

2 ☐

3 ☐

FOCUS GROUPS:

Delegates will participate in a focus group that explores the relationship between psychosocial hazards (job insecurity, high demands, violence and work intensification) and mental health issues at work. This activity will highlight flaws in the new array of so-called tools and programs being brought into the workplace. By acknowledging the limitations of employer wellness programs which can be aimed at blaming the worker, participants will build awareness of the workplace factors which cause mental health issues. Emphasis will be placed on workplace factors associated with mental health issues, rather than individual factors. Participants will discuss ways of approaching the employer on these important issues, and will brainstorm suggestions for actions aimed at minimizing the negative effects.

ACCOMMODATION FOR DISABILITIES

The PSAC Accommodation Policy for delegates at PSAC Conferences strives to ensure that conferences are barrier-free for **delegates with disabilities**. Once selected, members may be required to specify further their accommodation needs in order to facilitate their participation at this conference. *A separate form will be sent to selected delegates who have identified as members with disabilities requiring accommodation.*

☐ I am a member with a disability and require accommodation.

What are the functional limitations arising from your disability? (You are not obliged to disclose your diagnosis, only your functional limitations).

☐ I require that the PSAC arrange for a personal care attendant to assist me in order for me to fully participate at the Conference.

Please specify:

☐ I require documentation in alternative media.

Please specify:

☐ I require sound amplification.

☐ I require a sign language interpreter.

☐ I require an oral interpreter.

☐ I require that the PSAC arrange for a Reader (for a person with a visually related disability) to assist me in order for me to fully participate at the Conference.

☐ I will be using animal assistance (i.e. guide dog) at the Conference.

You may be required to provide relevant medical documentation that will assist us to respond to your request. This information will not be disclosed except where necessary to respond to your request for accommodation.

DIETARY REQUIREMENTS OR ALLERGIES

☐ I have dietary requirements or allergies that the PSAC should be aware of.
Please specify:

FAMILY CARE

The objective of the PSAC Family Care Policy is to remove one of the barriers which prevents **delegates** from participating fully in Union activities and which provides for the reimbursement of family care expenses. A copy of the policy is available on the PSAC web site at <http://psacunion.ca/family-care-policy>.

If there are any requests by delegates, on-site childcare will be provided at the conference for the activities outlined in the agenda.

☐ I require on-site childcare.

Number of children: _____

Ages of children: _____

We will follow-up for additional information.

HOTEL ACCOMMODATION

The PSAC has reserved a block of rooms at Le Centre Sheraton Montréal Hotel, 1201 René-Lévesque Blvd. West, Montréal, Québec. This hotel is unionized and accessible. **Please note that Le Centre Sheraton Montréal Hotel is a 100% smoke-free environment.**

For Delegate applications only:

- ☐ I require specific accommodation for my disability in my hotel room.
Please specify:

PARTICIPANT PROFILE

To ensure that the conference responds to the needs of our members, we invite you to respond to the following questions:

1. ☐ This is my first PSAC Conference.
2. ☐ I have recently attended other PSAC/Components/Directly Chartered Locals Conferences, Conventions or functions.
If yes, please specify:

3. ☐ In the last two years, I have attended a PSAC or Component education course.
If yes, what courses have you attended in the last two years?

4. ☐ I have attended a PSAC/Component/Regional Convention.
Please specify:

5. ☐ I am a member of a Joint Policy Health and Safety Committee.
6. ☐ I am a member of a Joint Workplace Health and Safety Committee or a Health and Safety Representative.

7. *As a delegate to this Conference, could you please tell us how this experience would lead to Union action in your workplace, your Local and in your Component nationally? (in 150 words or less)*

SELF-IDENTIFICATION

PSAC members who belong to the following groups are invited to self-identify. This information is voluntary and kept confidential and will be used for the purposes of supporting our equity initiatives and programs. Please check all that apply.

- ☐ Worker with a Disability
- ☐ Aboriginal Worker
- ☐ Racially Visible Worker
- ☐ Woman
- ☐ GLBT
- ☐ Young Worker (under the age of 35)
- ☐ Other, please specify: _____

PSAC Equity Contact Lists

- ☐ Please add my name and contact information to one or more of our respective PSAC Equity contact lists.

Please note that this information may be shared with different structures of the union in support of our human rights work only.

Thank you for completing the registration form.



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CALL FOR RESOLUTIONS

**THE DEADLINE FOR SUBMISSION OF RESOLUTIONS IS
June 10, 2016, 4:00p.m. EST**

Preparations for the 2016 PSAC National Health and Safety Conference, to be held in Montréal from November 18 to 20, 2016, are well underway.

CONFERENCE OBJECTIVES:

- Provide information, research findings and tools to enable members to better understand the connections between emerging issues within workplace violence including domestic violence and how to respond in these situations.
- Develop strategies that will enable workers to better identify and address psychosocial hazards in their workplaces.
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- Increase participant's awareness of environmental issues facing the membership including climate change and its impact on our workplaces and communities.
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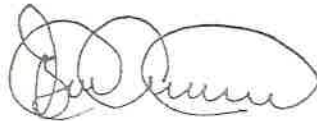
The resolutions should be aimed at strengthening and improving the Union's work on health and safety issues and at advancing our objectives.

Resolutions will be discussed, debated and voted on at the Conference and then subsequently submitted to the appropriate bodies including the next PSAC Triennial Convention in 2018.

- The traditional resolutions process will be utilized for the 2016 PSAC National Health and Safety Conference (i.e. resolutions committee, debate at the Conference).
- All PSAC constitutionally recognized bodies and union structures will be entitled to forward resolutions to the 2016 PSAC National Health and Safety Conference.
- Only five (5) resolutions per body/structure will be accepted.
- Please limit your resolution to a maximum of 150 words.
- Submitted resolutions are to be formatted in 14 point Arial font.
- Resolutions can be submitted in either the traditional or clear language format (please see the following examples of the two formats).
- Submitted resolutions should not include any special formatting such as boxes or drawings.

Should you have any questions regarding the resolutions process, please contact Denis St-Jean, the PSAC Health and Safety Program Officer by email at stjeand@psac-afpc.com.

In Solidarity,

A handwritten signature in black ink, appearing to read 'Bob Jackson', with a stylized, cursive script.

Bob Jackson
AEC Officer responsible for the
2016 PSAC National Health and Safety Conference

The following is a **sample resolution** reproduced in both the Traditional format and the Clear Language format:

TRADITIONAL FORMAT

TITLE: SCENT FREE POLICY
ORIGINATOR: UVAE – LOCAL 0043
LANGUAGE OF ORIGIN: E

WHEREAS employees should have the right to work in a scent free/chemical free environment and should not have to become sick at work because some of the products used by other employees are too strong and are making them ill: and

WHEREAS many employees experience severe reactions to various scented products including perfume and aftershave; and

WHEREAS not having clean air to breathe in their working environment is a Health and Safety issue; and

WHEREAS with a scent free working environment, all employees could breathe easier;

BE IT RESOLVED THAT the Federal Government of Canada establish a scent free policy for all Government Offices.

CLEAR LANGUAGE FORMAT

TITLE: SCENT FREE POLICY
ORIGINATOR: UVAE – LOCAL 0043
LANGUAGE OF ORIGIN: E

THE PROBLEM OR ISSUE:

Employees should have the right to work in a scent free/chemical free environment and should not have to become sick at work because some of the products used by other employees are too strong and are making them ill.

Many employees experience severe reactions to various scented products including perfume and aftershave.

Not having clean air to breathe in the work environment is a Health and Safety issue and with a scent free work environment, all employees could breathe easier.

THE ACTION REQUESTED:

That the Federal Government of Canada establish a scent free policy for all Government Offices.